



Interagency Coordinating Council on Early Intervention
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DATE: October 26, 2011

TO: ICC MEMBERS AND COMMUNITY REPRESENTATIVES

SUBJECT: November 17 & 18, 2011 ICC WebEx Meetings

Due to the continuing enforcement of Executive Order #B-06-11, travel is restricted for state employees including state councils. Consequently the ICC will convene via **WebEx and teleconference on the dates and at the times indicated below.** **Teleconference call-in information can be found on the second page of this notice.**

PROPOSED TELECONFERENCE AGENDAS

DATE: THURSDAY, NOVEMBER 17, 2011
TIME: 10:00 A.M. – 12:00 P.M.

Executive Committee WebEx:

The ICC Executive Committee will review standing committee assignments and review plans for future meetings.

DATE: THURSDAY, NOVEMBER 17, 2011
TIME: 1:30 P.M. – 3:30 P.M.

ICC Committees*:

- Policy Topics
- Child & Family Outcomes
- Qualified Personnel
- Quality Data

The ICC standing committees will continue to address priority areas and develop recommendations.

DATE: FRIDAY, NOVEMBER 18, 2011
TIME: 8:30 A.M. – 11:30 A.M.

Full ICC Meeting WebEx:

The ICC will hear reports from agency representatives and standing committees. Linda Brault will present on *CA CSEFEL and the Teaching Pyramid*. Cheryl Treadwell will facilitate a discussion on making FRNCA a voting member of the ICC.

Instructions for joining the Executive Committee and ICC General Meetings:

The ICC Executive Committee Meeting (November 17th at 10:00a.m) and the ICC General Meeting (November 18th at 8:30a.m.) will be WebEx conference calls.

Participants need to call into teleconference line AND login to the WebEx online conference site to hear and fully participate in the proceedings as well to view any online materials.

To join the meetings by phone:

Dial-in number: (877) 413-2826

Conference code: 7166875684

To login to the WebEx online conference site go to <https://www.wested.webex.com>.

Once logged in, you will see a list of meetings for that day. Select the meeting name (ICC Executive Committee Meeting, November 17th, or ICC Teleconference Meeting, November 18th). There is no password; just click on the link. Enter your name, and you're in the WebEx conference.

Instructions to join the Standing Committee Meetings

Unless otherwise stated by your standing committee staff, the standing committee meetings (November 17th at 1:30p.m.) will be held by teleconference. You only need a phone to join the meeting. Below are the call in numbers and conference codes for the standing committees:

Qualified Personnel Committee:

Meeting November 10, 9:00a.m.

Web Meeting: <https://wested.webex.com> Conference code: 6187727795

Dial-in number: (877) 413-2826

Conference code: 7166875684

Host: Angela McGuire

E-Mail: Amcguir@WestEd.org

Quality Data Committee

Dial-in number: (877) 413-2826

Host: Peter Guerrero

E-Mail: Pguerre@WestEd.Org

Policy Topics Committee:

Dial-in number: (877) 413-2826

Conference code: 4089167996

Host: Patsy Hampton

E-Mail: phampto@WestEd.Org

Child & Family Outcomes Committee

Dial-in number: (877) 413-2826

Conference code: 1446303720

Host: Stephanie Myers

E-Mail: Smyers@WestEd.org

Contact the committee hosts by email for content information. Please contact Debbie Pollard at (916) 492-4011, or dpollar@wested.org with any logistical questions or problems.

**Department of Developmental Services Early Start
EASY TIPS for SUCCESSFUL WEBEX and CONFERENCE CALLS***

PARTICIPANT COURTESIES

1. **Use a landline if possible for the least static interference.**
2. **Avoid cellular and cordless phones.** The potential static and poor or broken connections reduce the sound quality for all conference call participants. If you must use a cell phone, find a quiet location with excellent reception and limit moving around during the call.
3. **Know your phone's features and how to use them.** Don't wait until the call to figure them out.
4. **Turn off call waiting.** It's very disruptive to the call. Most call waiting features can be deactivated by pressing 70# or *70 before dialing the conference number. (Check with your carrier.)
5. **Use the speaker feature on your phone only if the room is quiet and others in the room are participating on the call with you.** Speakerphones can add to the overall noise of the teleconference and create a hollow sound on the call.
6. **Choose a quiet location.** Avoid background noises such as a radio, TV, pets, or side conversations with others.
7. **Stay focused and participate on the call.** Avoid using this time to answer email, eat, clear off your desk, file papers, or talk to others.
8. **Be on time.**
9. **Introduce yourself when you join the call.** If you join the call late, wait for a break in the conversation to announce that you've joined or until the moderator asks who joined.
10. **Introduce yourself each time you speak.** Not everyone will be familiar with your voice.
11. **Mute your phone (*6) if you are not participating at the time, need to talk to someone else, or need to leave the call for any reason. Unmute your phone (#6) when you're able to return to the call.**
12. **Never put the call on hold.** Either mute your phone (*6) and unmute your phone (#6) to rejoin. Hang up and call in again if you must leave the call.

FACILITATOR/CHAIRPERSON COURTESIES

1. **Be familiar with the audio controls.**
2. **Start—and end—at the scheduled time.**
3. **Have an agenda—preferably one that's been distributed prior to the conference.**
4. **Identify yourself when you first connect to the conference call.**
5. **Identify yourself each time you speak.** Others may not know your voice. Speak clearly and at a moderate speed.
6. **Take roll call at the conference start so that everyone knows who is involved and listening.**
7. **Review the rules of etiquette and ask that each participant identify him or herself before speaking.**
8. **Allow only one individual to speak at any given time during the conference.**
9. **As much as possible when appropriate, address questions to individuals by name.**
10. **Mute the microphone or speakerphone (*6) if you must speak to others in the room with you during the conference. Unmute by pressing #6.**
11. **Address agenda items in their specified order.**

*Thank you to the Family Resource Center Network of California, the source for many of these tips, for sharing its teleconference etiquette.